

Extended JOB ANNOUNCEMENT

POSITION TITLE: Web Publisher
LOCATION: Administrative Office of the Courts
HIRING RANGE: 49-55/ \$18.36/hr - \$21.61/hr
TYPE OF POSITION: Full-time position with benefits
CLOSING DATE: August 21, 2006 at 5:00 p.m.

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
450 South State, P.O. Box 140241
Salt Lake City, Utah 84114-0241
(801) 578-3890 (phone)
(801) 238-7814 (fax)

TYPICAL DUTIES: Under general direction of the Director of Court Services, designs, delivers and updates data in a integrated web information environment. Duties include:

- Conducts requirements analyses to determine long and short term communication needs and develops strategies for achieving the desired results through an integrated web information environment.
- Evaluates business practices in order to design web interfaces to current business data bases.
- Orients and trains staff in the use of electronic communications medium.
- Collects, designs and produces material for publication; assures reliable access of information in a convenient and efficient manner..
- Ensures that all information published is timely, complete and accurate.
- Develops and manages interactive areas and site discussion areas; receives and responds to user feedback.
- Performs other related duties as requested.

MINIMUM QUALIFICATIONS:

Bachelor's degree in communications, journalism, graphic arts, or related field plus four years in information technology analysis and planning as well as computer networking an communications, or an equivalent combination of education and experience. Required technical skills include HTML and web page design, web server and file system maintenance, file conversion and graphic design skills, database web interface competency, layout design software, and well developed writing and presentation skills.

APPLICATION PROCEDURE: Applications may be obtained from Human Resources at the Administrative Office of the Courts; 450 S. State St., SLC, phone (801) 578-3890, the Dept. of Workforce Services, or from our website at www.utcourts.gov.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA..